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BYE-109166-71

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11 June 1971**MEMORANDUM FOR: EOI Program Managers****SUBJECT: Establishment of a System Requirements
and Specification Board**

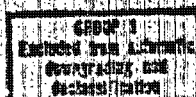
A System Requirements and Specification Board (SSB) is hereby established to maintain, approve and issue all Program Office system requirements and specification documents. The SSB shall have the responsibility for resolving all interface problems and for issuing all changes to requirements. The updated Phase I requirements documents issued 3 June 1971 will be used as a baseline.

Chairman: [redacted] is hereby appointed Chairman of the System Requirements and Specification Board.

Membership: The I/S, P/F, R/S, and Engineering Program Managers shall each appoint one official member of the SSB. The member shall act for his section in all requirements and interface matters. An alternate member shall also be appointed so that each section may be represented at all meetings. Other individuals from the sections may attend meetings as necessary to present factual data on specific subjects. However, the official member from each section shall be responsible for decisions made at meetings.

Meetings: The SSB shall meet each Thursday morning at 0900 in the EOI Control Room. Special meetings may also be called as required.

Board Responsibilities: The SSB shall have the following responsibilities:

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- a) Continuous review of all requirements documents to assure that they contain consistent and complete requirements for the system.
- b) Establish the format and content of all requirements documents.
- c) Establish interface requirements between system segments.
- d) Identify and attempt to resolve any problem areas identified within the system.
- e) Integrate the analysis between system segments.
- f) Issue all additions or changes to requirements documents.
- g) Coordinate analytical efforts that impact more than one system segment.
- h) Continually review adequacy, efficiency, and useability of requirements documents for system acquisition and implementation.
- i) Prepare recommendations and/or clarify issues for resolution by the Program Director or Office Director.

Section Responsibilities: Each section shall be responsible
for:

- a) Submission of key issues that require resolution to the SSB through the section board member. All submissions to the SSB shall be in writing and shall include a statement of the problem area, a recommendation, and the pros and cons in each area.

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b) Appointment of a board member with authority to make commitments for the section.

c) Initial draft preparation of any new or updated requirements.

Method of Operation: The SSB Chairman will receive all data on problem areas and suggested modifications to requirements. The Board Chairman shall then develop an agenda with this data for use at the next regularly scheduled meeting. All items will be included on the agenda and disposed of at the meeting either by resolution or continuation if all the facts cannot be made available at the meeting. The Board Chairman will prepare minutes for each meeting for issuance to all Board members. The Board Chairman shall issue notices of changes in or additions to requirements. He shall also take any other actions as agreed to by the Board.

Implementation: All changes to Requirements and Specifications will be approved by Director of Special Projects and Deputy Director of Special Projects. Documents will be issued and transmitted by Contracts Staff to approved holders of the applicable sections.


CHARLES E. ROTH, JR.
EOI PROGRAM DIRECTOR

Concur:


Director of Special Projects


Deputy Director of Special Projects

21 June 1971
Date

15 JUN 1971
Date

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